



GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF POLICE COMPLAINTS

Public Affairs Internship Program

The District of Columbia Office of Police Complaints (OPC) is seeking creative and motivated students for its 2015 public affairs internship program, which offers excellent opportunities to develop valuable skills in public relations and communications, while becoming familiar with the growing field of police oversight.

OPC is a government agency that receives, investigates, and resolves complaints from the public alleging police misconduct by Metropolitan Police Department and D.C. Housing Authority Police Department officers. The public affairs intern will assist the public affairs specialist in all areas relating to outreach and communications.

Responsibilities include, but are not limited to:

- Developing communication and outreach materials
- Planning and participating in community outreach events
- Establishing media contacts and promoting news coverage of the agency's work
- Drafting news releases, reports, and website content
- Responding to D.C. Freedom of Information Act requests

Interested Public Affairs Intern candidates should possess the following:

- Demonstrated understanding of public relations principles
- Solid communication skills (verbal and written)
- Excellent time management skills
- Strong research skills

Additional Skills (Desired)

- Graphic design
- Bilingual in English and Spanish

Qualifications:

- Candidate for a bachelor's degree in communications, public relations or related field of study

Summer interns must commit to working **40 hours** per week and spring and fall interns must commit to working at least **10 hours** per week to be considered for the program. Fall and spring internships are unpaid, but can be done in conjunction with a course for academic credit. There is a stipend paid for summer internships as the budget allows.

Application Deadlines for 2017: Please submit a brief cover letter, resume, transcript, **and** writing sample (e.g. news release, newspaper article, feature story) by the following date:

Spring	December 9, 2016
Summer	April 7, 2017
Fall	August 11, 2017

All materials may be mailed or emailed to:

Public Affairs Internship Program
Office of Police Complaints
1400 I Street, NW, Suite 700
Washington, DC 20005
Email: internship.dcpc@dc.gov